

SUBMISSION OF PLAN FOR EMPLOYMENT

For consistency and assurance of good practice, all primary Career Foster Parent Caregivers interested in work should submit to their local case manager a thorough, complete plan for meeting the needs of the child while the Career Foster Parent is at work. The plan will be reviewed at the local level and then forwarded to the Area Director or designee for a decision. This process would apply to potential Career Parents where the primary Career Parent is already working and to approved families where the primary Career Parent desires to work. The request and plan should include the following information:

- a. Description of the job and work schedule
- b. How the Career Parent(s) would be available 24-hours a day for immediate crisis response to the school, home, and/or community.
- c. Where the child would be during the hours worked and who would be providing care for the child.
- d. Assess all aspects of the plan, including the identified supports in place, consistency of care for the children, and overall feasibility

After review and assessment of plan, the Area Director or designee would make a decision and notify the local Division office and the Career Parent.

Updates of CFP Plan:

All Career Parents approved for work have the responsibility to notify Children's Division (CD) of any changes in their employment. Significant changes in hours worked, support systems available, and impact in availability would require submission of a new request to the Area Director or designee.

Career Parents approved for work shall update their plan for work to their County Director on an annual basis.

MEMORANDA HISTORY: